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Economic and Social Council

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Commission on Crime Prevention and Criminal Justice
Twenty-seventh session
Vienna, 14–18 May 2018

Information for participants

I. Opening date and venue

1. The twenty-seventh session of the Commission on Crime Prevention and Criminal Justice will be held at the Vienna International Centre (VIC), Wagramer Strasse 5, 1220 Vienna. The session will open on Monday, 14 May 2018, at 10 a.m. in the Plenary Hall (Board Room B), on the first floor of the M-Building. The Committee of the Whole of the Commission will begin its work on Monday, 14 May 2018, at 3 p.m. in Board Room A of the M-Building.

2. The annotated provisional agenda and proposed organization of work are contained in document E/CN.15/2018/1, to be made available on the web page of the United Nations Office on Drugs and Crime for the Commission's twenty-seventh session.[1]

II. Informal pre-session consultations

3. The Commission agreed that its twenty-seventh session should be preceded by informal consultations to be held on Friday, 11 May 2018, to facilitate discussion of draft resolutions made available in advance. The informal consultations will take place in Board Room D, on the fourth floor of the C-Building, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

III. Registration

Registration

4. The personal details of delegates (name, title or function, workplace, fax and telephone numbers and individual email address) should be sent by note verbale (Governments) or on official letterhead (organizations) to the Secretariat as soon as possible, and not later than Thursday, 10 May 2018. The address of the Secretariat is as follows:

[1] www.unodc.org/unodc/en/commissions/CCPCJ/session/27_Session_2018/session-27-of-the-ccpcj.html.

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Please recycle

Secretariat to the Governing Bodies
United Nations Office on Drugs and Crime
P.O. Box 500, A-1400 Vienna, Austria
Fax: (+43-1) 26060-5885
Email: sgb@unodc.org

5. Providing the individual email addresses will ensure that all representatives receive an automatic email response confirming their registration. The automatic email response will also contain a link to the web page where each delegate may upload a photograph (in JPEG file format), thus shortening the time it will take to issue a grounds pass on the day of registration.

6. Delegates who do not complete the pre-registration procedure will need to have photographs of themselves taken upon arrival at Gate 1 of the Vienna International Centre.

7. As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passport or another official, photograph-bearing identity document. Grounds passes must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will be screened at the entrance to the Centre.

8. Registration will take place in the Pass Office at Gate 1 of the Vienna International Centre on Friday, 11 May 2018, from 10 a.m. to 4 p.m., and Monday, 14 May 2018, from 8 a.m. to 10.30 a.m. Given the large number of participants expected, delegates are encouraged to register as early as possible and are requested to complete the registration formalities at the latest by 9.45 a.m. on Monday, 14 May 2018, in order to be on time for the opening session. The Pass Office is open between 8 a.m. and 4 p.m., Monday to Friday.

9. Commissary passes will be issued, upon completion of the registration process, to Heads of Member State delegations, staff members at the Professional level of specialized agencies and all staff members of the United Nations assigned to the Commission from duty stations other than Vienna.

10. Permanent missions are encouraged to collect access cards for their delegates who have pre-registered at the Pass Office at Gate 1 from Thursday, 10 May 2018, at noon. Staff from permanent missions who wish to collect conference badges for their delegates will have to present an official letter at the registration counter for that purpose. The letter must be signed by the Head of Mission.

List of participants

11. The preliminary list of participants in the twenty-seventh session of the Commission will be issued on Tuesday, 15 May 2018. Only the names of participants officially communicated to the Secretariat by Thursday, 10 May 2018, at the very latest, can be included in the preliminary list. Accordingly, Governments and organizations are requested to communicate the necessary information promptly.

IV. Statements and draft resolutions

Statements

12. The maximum speaking time allotted for statements will be 10 minutes to Chairs of regional groups and 5 minutes to other speakers, including high-level speakers (5-minute statements are equivalent to approximately 500 words). Delegates planning to deliver a statement are requested to provide it in advance to the Secretariat, preferably by email (sgb@unodc.org), or, alternatively, by delivering printed copies of their statement to the conference room officer in the Plenary Hall. Should delegations wish to have their statements distributed to the delegations of States and organizations attending the session, a minimum of 200 copies should be provided to the Secretariat.

Draft resolutions

13. Pursuant to Commission decision 21/1, States intending to submit draft resolutions for consideration by the Commission at its twenty-seventh session are requested to submit them one month prior to the start of the session, which, for the twenty-seventh session, is Monday, 16 April 2018, at noon. Draft resolutions should be submitted to the Secretariat (sgb@unodc.org) in electronic (Word) format and contain information on the intended scope, a proposed timetable for implementation, identification of resources available and other relevant information, accompanied by an official transmittal note.

14. Any revisions to a draft resolution that has already been distributed as an official document must be based on the official, edited version of the text. For this purpose, sponsors are requested to obtain the finalized official electronic (Word) document from the Secretariat. Revisions to the text must be clearly marked using track changes in Word.

15. Member States wishing to co-sponsor draft resolutions may sign the respective signing sheet, which is with the Secretariat.

V. Bilateral meetings and side events

Bilateral meetings

16. For the reservation of rooms for bilateral meetings between Member States during the twenty-seventh session, please contact:

Ms. Maxine Jacobs	or	Mr. Jean-Michel Creighton
maxine.jacobs@unvienna.org		jean-michel.creighton@unvienna.org
(+43-1) 26060-5771		(+43-1) 26060-3119

17. In submitting a request, Member States are reminded to include the date, time, proposed duration of the meeting and number of officials who will attend.

Side events

18. A number of side events and exhibitions will take place during the twenty-seventh session of the Commission. A programme will be published shortly on the website of the session.

VI. Security

19. During the twenty-seventh session of the Commission, the Austrian authorities will be responsible for security outside the premises of the Vienna International Centre. The United Nations Security and Safety Service will be responsible for security inside the Vienna International Centre.

20. Specific requests regarding security arrangements and related matters should be addressed to:

Chief of the United Nations Security and Safety Service
United Nations Office at Vienna
P.O. Box 500
A-1400 Vienna, Austria
Room F0E08
VICSecurityChiefOffice@unvienna.org
Tel.: (+43-1) 26060-3901; fax: (+43-1) 26060-5834

21. For security reasons, conference participants are requested not to leave luggage, briefcases or laptops unattended.

VII. Documentation

22. The official languages of the session are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Official documents of the session will be made available in all six official languages.

23. Documentation to facilitate consideration of some of the issues on the provisional agenda is available on the website of the twenty-seventh session.

24. As part of the Secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, only a limited number of printed pre-session documents will be available at the session venue. Each delegation will receive a single complete set of the documents in the language of its choice. Delegates are therefore kindly requested to bring their own copies of the pre-session documents to the meeting.

25. The main document distribution counter will be located on the first floor of the M-Building, next to the entrance to the Plenary Hall. Each delegation will be provided with a distribution box for documents and the Journal. The Journal will contain the daily programme and other information related to the conduct of the session.

Online posting

26. The VIC Online Services application allows participants convenient access to documentation, including the agenda and programme of work, the meetings programme, the schedule of special events and information regarding facilities and services available in the Vienna International Centre; it also provides access to the digital recordings of public meetings. During the meeting, the application is available through participants' mobile devices such as smartphones and tablet PCs at the following address: http://myconference.unov.org.

27. The VIC Online Services application is designed to facilitate the distribution of documents and meeting information more broadly during the conference, while helping to reduce paper use.

VIII. Travel of participants from States members of the Commission

28. The funding policy of the United Nations with respect to the functional commissions of the Economic and Social Council is to defray only the cost of airfare for one representative of each State that is a member of the body in question.[2] In this regard, Member States are invited to consider the funding policy as a means of enabling those Governments that would not otherwise be able to participate in the meetings of the Commission to do so. In compliance with the instructions from the Under-Secretary-General for Management, and in order to allow for the timely issuance of tickets, only those requests that are received by the Secretariat by Wednesday, 11 April 2018 will be processed. The Secretariat will not be able to process ticket requests received after that date. Governments' attention is also drawn to the fact that the option of reimbursement for pre-purchased tickets is no longer possible. The Secretariat stands ready to provide information in this regard upon request.

[2] The States members of the Commission are listed in the following document: www.unodc.org/documents/commissions/CCPCJ/CCPCJ_membership_Jan_2018_rev2.pdf.

IX. General information

Conference rooms

29. Each seat in the conference rooms in the M-Building of the Vienna International Centre in which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries recharged, if necessary.

Use of mobile phones

30. Conference participants are kindly requested to keep their mobile telephones switched off inside conference rooms, as they cause radio frequency interference in the sound system, thus adversely affecting the sound quality of interpretation and the recording of proceedings.

Visas

31. Participants who require a visa must contact the competent diplomatic or consular authorities of Austria and apply for a Schengen short-stay (C) visa at least three weeks prior to their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria in the country concerned. The Secretariat may, upon request by the Government concerned, provide a note verbale containing information on the applicant's participation in the session of the Commission, which may be of use in the visa application process. In order to provide the note verbale, the Secretariat requires an official confirmation from the Government represented by the applicant of his or her participation as well as a copy of the applicant's passport. A note verbale or official letter should be received by the Secretariat at least three weeks prior to the start of the meeting.

Accommodation

32. Each participant is responsible for making his or her own accommodation arrangements and, if necessary, contacting his or her permanent mission in Vienna for assistance.

33. Participants who arrive at Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist service desk located next to the information counter in the arrival area. The Vienna tourist service desk is open daily from 7 a.m. to 10 p.m.

Transportation

34. Participants are responsible for making their own arrangements for transportation to and from the airport and the Vienna International Centre.

35. An airport bus service (line VAL 2) operates between Vienna International Airport and Morzinplatz (U1 U4 metro station at Schwedenplatz) at a cost of 8 euros for a single journey and 13 euros for a return ticket, including luggage. Journey time is approximately 20 minutes. Buses leave the airport for Morzinplatz at 2.45 a.m., and every 30 minutes from 4.45 a.m. to 1.15 a.m. Buses leave Morzinplatz for the airport at 12.30 a.m., 2 a.m., and every 30 minutes between 4 a.m. and 11.30 p.m.

36. There is also a bus service (line VAL 3) between Vienna International Airport and the Vienna International Centre (next to the "Kaisermühlen/Vienna International Centre" station on the U1 metro line). The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The trip takes approximately 30 minutes. Buses leave the airport for the Vienna International Centre every hour between 6 a.m. and 9 p.m. and leave the Vienna International Centre for the airport every hour between 5.10 a.m. and 8.10 p.m.

37. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (the "Wien Mitte/Landstrasse" station on the U3 and U4 metro lines) and Vienna International Airport. The fare is 11 euros for a one-way ticket and 19 euros for a return ticket, and the travel time is 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6.09 a.m. to 11.39 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.37 a.m. to 11.07 p.m.

X. Facilities

38. The following facilities will be available to participants at the Vienna International Centre.

Delegates' working areas and wireless network connection

39. Wireless connectivity is available everywhere in the M-Building. Delegates' working areas ("cybercorners"), with desktop computers equipped with standard software and Internet access, are located on the ground floor of the M-Building.

Post office, telephones and faxes

40. A post office on the first floor of the C-Building of the Vienna International Centre (ext. 4986) provides all regular postal services, including a fax service, Monday to Friday from 8 a.m. to 6 p.m.

First aid

41. Medical attention is available from the clinic operated by the VIC Medical Service, located on the seventh floor of the F-Building of the Vienna International Centre (ext. 22223/22224 and, for emergencies, ext. 22222). The clinic is open from 8.30 a.m. to 4.30 p.m., except on Thursdays, when it is open from 8.30 a.m. to 3 p.m. For emergency assistance at other times, please contact the Central Security Office in room F0E21 (ext. 3903).

42. The pharmacy is located on the seventh floor of the F-Building (room F0709) and is open from 10 a.m. to 5 p.m., Monday to Friday.

Banks

43. Bank Austria has a branch providing full banking services on the first floor of the C-Building of the Vienna International Centre, as well as cashpoints (ATMs) at the entrance of the D-Building and on the first floor of the C-Building. The office hours are Mondays, Tuesdays, Wednesdays and Fridays from 9 a.m. to 3 p.m., and Thursdays from 9 a.m. to 5.30 p.m.

Catering services

44. A cafeteria, a restaurant and a cocktail lounge are located on the ground floor of the F-Building. The restaurant is open from 11.30 a.m. to 2.30 p.m. (reservations are recommended, ext. 4877). The cafeteria is open from 7.30 a.m. to 10 a.m. (breakfast) and from 11.30 a.m. to 2.30 p.m. (lunch). The coffee area in the cafeteria is open from 7.30 a.m. to 3.30 p.m.

45. The coffee areas in the M-Building and the C-Building (C07) are open from 9 a.m. to 4.30 p.m. The cocktail lounge is located in F0E, next to the restaurant, and its opening hours are from 11.30 a.m. to 8 p.m. from Monday to Thursday, and from 11.30 a.m. to 9 p.m. on Fridays. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering operations office ((+43-1) 26060-4875; email: cateringvic@eurest.at).

Travel services

46. The American Express office (room number C0E01) is available to participants requiring assistance with travel, car rentals, sightseeing and excursions. The office is open from 8.30 a.m. to 5.30 p.m., Monday to Friday.

Access to the Vienna International Centre

47. Participants arriving at the Vienna International Centre by taxi are advised to get off in the side lane (*Nebenfahrbahn*) of Wagramer Strasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance "A" and follow the signs to the M-Building. Participants arriving by metro (U1 line) should get off at the "Kaisermühlen/Vienna International Centre" station, follow the signs marked "Vienna International Centre", register at Gate 1, walk across Memorial Plaza, proceed to entrance "A" and follow the signs to the M-Building.

48. There are no parking facilities for conference participants, except for Permanent Mission delegates in possession of a valid parking permit.

49. Attention is drawn to the Delegates' Handbook (available at www.unodc.org/unodc/en/commissions/Delegates_Handbook.html).